



**MINUTES**  
**Airport Advisory Commission**  
**October 27, 2009**

**COMMISSIONERS PRESENT:** Dr. Pat Boone  
Dave Elliott  
Joel Miller  
Wally Miller –Chairman  
Bud Patterson – Vice Chairman  
Dr. Chris Thornton  
Greg Timm

**COMMISSIONERS ABSENT:** Randy Courduff, Alternate Commissioner  
Tom Hayden, Alternate Commissioner

**NON-VOTING MEMBERS PRESENT:** None

**NON-VOTING MEMBERS ABSENT:** Dennis Hisey, El Paso County Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments

**CITY STAFF PRESENT:** Mark Earle, Director of Aviation  
John Faulkner, Asst. Director, Planning & Development  
Kelly Jackson, Airport Public Affairs Administrator  
John McGinley, Asst, Director, Operations & Maintenance  
Neil Ralston, Airport Planning & Development Manager  
Gisela Shanahan, Asst. Director, Finance & Administration

**CITY STAFF ABSENT:** None

**GUESTS PRESENT:** Levi Anstine, COS Analyst  
Sgt. Cram, CSPD  
Doug Eberhart, Wilson & Co Engineers  
Don Garcia, CDOT  
Sgt. Harrell, CSPD  
Mark Hauschild, Kleinfelder  
Don Johanson  
Karla Johanson, Airport Ambassador  
Anna Marron, COS Intern  
Mary McElderry, Accountant  
Brian Mohr, Jacobs Consultancy  
Danielle Scott, Accounting Supervisor  
Holland Young, Jacobs Consultancy

**Next meeting is Tuesday, November 17, 2009.**

**1. APPROVAL OF THE SEPTEMBER 27, 2009, MINUTES:**

Chairman W. Miller asked for approval of the September 27, 2009 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

**2. PUBLIC OR CITIZEN GROUP COMMENTS:**

None

**3. GENERAL BUSINESS**

→ **Land Use Items – Neil Ralston**

Neil Ralston indicated that there were no new items to review this month.

- ◆ Item #1: AR DP 09-00352 (tabled Item #3 from August 2009)

Staff recommends no objections to Item #3 that was tabled at the August meeting. This item requested approval of a site development plan for some commercial structures including an office building and a four story hotel at the southwest corner of Powers and Airport Road. The FAA has completed air space reviews for these structures and a for 90' construction crane. They had no objections from an air space perspective so we are prepared to offer a no objection recommendation for this.

Commissioner Boone moved to accept Item #3 from the August meeting. Commissioner Thornton seconded the motion and it was carried by unanimous vote.

→ **Master Plan Kick Off Presentation – Jacobs Consultancy**

We've had a very busy month as we are finalizing the foundation for our Master Planning project. Shortly after the September AAC meeting, we received the final version of the Independent Fee Estimate, which enabled us to request a fee proposal from our selected consulting firm, which is Jacobs Consultancy. After a few weeks of negotiations, we were able to arrive at a project work scope and a fee that meets our expectations and fits our budget. As of an hour ago, we issued a notice to proceed to Jacobs Consultancy for the project.

We have implemented a structure to be sure the Commission is informed and engaged. Commissioner W. Miller was on the consultant selection committee; we also have Commissioners W. Miller and Patterson on the Master Plan Advisory Group, where we've been meeting monthly to review the status of the project and soliciting input from the Commission through Commissioners W. Miller and Patterson. We also held a technical briefing on October 16 which provided a detailed look into the project work scope and solicited input into that process. We will continue to do this on a monthly basis.

Neil introduced Holland Young, who will be the project manager and Brian Mohr, who will be the deputy project manager. They are here to give a quick presentation of the project.

Holland explained that he is more on the strategy side and will ensure that Jacob's has the right talent assigned to the project. Brian will be handling the day-to-day aspects and working with the team to be sure all the reports and analyses have been done correctly. Holland reviewed who is included on the project team. He also noted that this is a very targeted study with areas of emphasis being the capital investment strategy, a specific study of the loading

bridges, security screening, and integrated landside planning. The basic task will include a forecast into the future, a facility inventory and ultimately we end up with an airport layout plan. There are two parts of this that have to be approved by the FAA which are the forecasted activity and the airport layout plan. We have a very focused approach and want to be sure the airport maintains a balance between capacity and operations. We will look to the future to manage uncertainty and plan to integrate sustainability into the Master Plan.

Brian gave an overview of what a Master Plan is. The first thing we want to do is establish a vision and look ahead 20 years. The vision should be ambitious but achievable. We do a strategic assessment, then we'll do an aviation demand forecast, and then apply it to the facility to see where there might be some capacity shortfalls. We'll then look at some financial considerations and we'll develop a capital investment strategy. We end up with a roadmap.

Some opportunities that are presented to airports when they start a Master Plan, specific to airports like Colorado Springs, this is a great time to take a look at the cost structure in place. We will also look at mitigating any environmental concerns.

Some of the challenges we want to be addressed are to be sure Peterson's needs are accommodated, gate utilization and competition from Denver. Terminal landside will be the meat of this Master Plan. The general steps of the Master Plan are conducting a facility inventory which is done concurrently with the demand forecast, then the demand capacity analysis, followed by alternatives and find a recommended concept and then the financial and implementation plan. Stakeholder and public involvement is a very important part of the planning process. We want to make sure this is not done in a vacuum. The entire study is expected to be 24 months long.

Commissioner J. Miller asked how far out the plan goes? Brian explained that it will be a 20 year plan. Commissioner J. Miller asked if it looks at specific timeframes such as at X year this taxiway will need refurbishment, etc. beyond just the visionary expansion. Brian said that they will look at the 20 year horizon and interim periods as well. How does the airfield look in 5 years, 10? Commissioner J. Miller then asked if it will give the airport the chance to look ahead and plan funding requirements. John Faulkner noted that ultimately there will be a capital improvement plan which will include timelines for replacement of runways and taxiways. Neil stated that specifically one of the elements we have focused on has been a pavement management program. Mark Earle also explained that this will integrate with the Capital Improvement Program we currently have in place, which originated from the current Master Plan.

#### → **Powers EA Presentation – Don Garcia, CDOT**

CDOT has been in the process of preparing environmental documentation to support upgrading the existing Powers Blvd. corridor from an expressway to a freeway with interchanges. This work has been started with the Woodmen/Powers interchange and their intent is to move south. We asked CDOT give an update.

The study area is Powers Blvd. It is a 17 mile study area from Woodmen Rd. to State Hwy. 16. This is in the PPACG long range implementation plan. Powers is on the National Hwy system and is State Hwy. 21. A few years ago, CDOT traded Powers Blvd. for Nevada, Academy and a few other minor roads. We have received over \$150M through the SB 97-001 fund. The purpose of this project is to reduce current and future traffic congestion on Powers from Woodmen to SH 16. Today we have two intersections that are congested and if we do nothing, in the year 2030 the majority of the intersections will be very congested. The 17 miles of travel time will increase from 24 to 40 minutes. PPACG identifies this in their long range planning to meet the projected travel demand. The Powers Environmental Assessment

(EA) must be completed to receive federal funding. The proposed action would change the existing Powers Blvd. from an expressway to a freeway with interchanges. The action was developed through a collaborative interdisciplinary approach and extensive public involvement process. The plan is to upgrade the road to a 6-lane freeway from Woodmen Rd. to Proby Pkwy. There would be 11 new grade separated interchanges and we'd preserved the right of way for future interchanges and anticipate a 4-lane freeway between Proby and SH16. The proposed action will increase traffic volume as compared to the No Action Alternative but local roadway volumes will be reduced. The environmental assessment has considered the current and future social, economic and environmental impacts along the corridor. The EA should be ready for public review and comment by the end of 2009. Other corridors that were considered for improvement were Marksheffel and Banning-Lewis Pkwy but it wouldn't reduce the congestion on Powers. Powers has been part of the Feasibility Study along with the City's East West Mobility Study. Additional capacity is needed on all corridors to accommodate future traffic growth. The Proposed Action was developed to minimize or avoid right-of-way impacts. There will be some land acquisitions for the improvement. Access to Powers will be modified at specific intersections and new one way frontage roads will provide access to the secondary roadways. The cost of the project will be about \$816 million. This project has garnered national attention. We applied for the Teichert Grant in hopes of receiving \$50 million and should know by the end of the year. Explanation ensued about the Airport and Stewart Interchange. Citizens may participate by going online, in writing, through public hearings or via phone or email. Mark Earle explained that some of the Council comments had been about the land acquisitions that would have to be acquired to make this work. Council determined that the land acquisitions for this project are extremely low. Commissioner Elliott asked if there are any other independent programs in the works to connect the north or south end of Powers to the interstate or the airport west of the interstate? There are plans for improvements to Proby Pkwy and plans for grade separated interchanges from Woodmen north to Hwy 83. There is also a private/public partnership to connect north I-25 at Northgate to Voyager. Eventually you'll be able to go out S. Academy free flow due to some of the plans for grade separated interchanges at Proby and Hancock. We will be asking for letters of support once the comment period is over.

#### 4. STAFF REPORTS

##### → **Traffic Report – Gisela Shanahan**

- **Enplanements** – We have our first positive month for 2009. 2.9% increase for the month over last year and year-to-date the decrease is 8.9%. We are looking at the numbers as they've been coming in. The pace of September is continuing into October and we anticipate it to be the same for November and December. If this is so, we'll be at about a 1% increase above 2008 for the year. The planes are quite full. Continental had quite an increase for September which is a combination of a few extra flights and the load factor increased. The large increase for Frontier is due to the additional flight that was added in May, but the greater factor is load factor. The decline in Northwest is almost 11% for the month which is due to fewer seats and we are still dealing with the change in fleet on the route to Minneapolis. US Airways is a decline in seats and slight changes in schedule.
- **Landed weight** – For the month down 2.3% compared to this time last year and down 12% year-to-date. You'll notice those trends in the landed weight numbers, US Air down 51% and Northwest down 9.5%.
- **Freight and Mail** – Freight for the month is up 9.9% and year-to-date down 11.2%.

- **Aircraft Operations** – Down 13.9% for the month and flat for the year.
- **Load Factors** – Average across all airlines is 83.3% for Sept. 2009 and it was 79.6% for Sept. 2008; year-to-date 80.3% for 2009 and 78.4% for 2008.
- **Seats Available** – For the month 2.2% decline compared to Sept. 2008 and 12.7% decline year-to-date.

#### → **Finance Report – Gisela Shanahan**

- **Earned Revenue vs. Budgeted** – Airline revenue is flat compared to the budget at .9% above the budget; Terminal Concession down 3.7% compared to the budget which is driven by the lower enplanements year-to-date; Terminal Area down 3.5% compared to the budget and driven by lower enplanements compared to last year. The rental car concessions has seen an increase above the budget because we've seen better revenues coming in from the agencies. Other Buildings and Areas is down 22.9% and we're still waiting for the remittance of the fuel sales tax. Bottom line we are 3.0% below budget.
- **Revenue vs. Actual Revenue** – Is 9.6% above 2008 for the first nine months which is due to the higher rates and charges in effect; Terminal Concessions down 8.1%; Terminal Area down 7.1%; Other Buildings and Areas down 30.6% with the bottom line 2.8% below revenue in 2008.
- **Expenditures vs. Budget** – Year-to-date the bottom line is 11.7% expenditure level below the first nine months of budget. This is a combination of some areas in which we could achieve some savings we've cut costs as much as we could in supplies and repairs and maintenance. Commissioner Boone asked where we'd spend the money if we could and Gisela said it would be the equipment and capital outlay. John McGinley noted that our preventive maintenance (PM) schedules have stayed intact. In some areas we've had to get creative, but the PM has stayed the same as the last couple of years. Commissioner Thornton asked if the bridges on the ETU require any maintenance. John M. explained that most of these are out of service because we are unable to get parts for them. Some of the cost saving measures Maintenance has done are small such as the filter replacement cycle, cutting grass only once a year and the airfield lighting system.
- **Expenditures vs. Sept. 08** – We are 1.7% behind expenditure levels for the first nine months of 2008.

#### → **Operations and Maintenance – John McGinley**

##### **Operations**

- Last week we had our annual runway safety action team meeting with the FAA. This is not only a training session but a briefing and safety awareness program of airfield safety and things we can do procedurally or operationally to make changes to our safety program. We had a good turnout and the meeting went fairly quickly. The only issue that John M. brought up was in regards to the taxiway sign locations on B2 and B3. We have a situation on the airfield in which we have some signs that meet all the FAA criteria regarding placement, however we are receiving comments from pilots that it's causing confusion so we have turned this over to the FAA. They are evaluating it to see what we can do.

- Received an email today from Jason Pitts at the Flight Procedures Office in Renton, WA stating that "it looks like we're on track for re-designating 12/30 to 13/31 at the end of 2010." We are currently evaluating proposals for our Runway 12/30 overlay project and this re-designation will involve changing signs on the airfield and hopefully we can roll it into the project.

### **Maintenance**

- We've had two snow callouts this year already. One was on the 10<sup>th</sup> and the second was over the weekend. The one on the 10<sup>th</sup> was a tough storm; we struggled with freezing rain for the majority of the night. We called in crews about 8:30 p.m. and had them working until 4:00 or 5:00 a.m. Early in the fall and late in the spring, we see most of our ice storms where rather than using plows and brooms we have to use our chemical. The night of the 10<sup>th</sup> we had to put down deicing chemical three to four times on the runways, taxiways and apron. This turns out to be quite expensive. The next morning we had a few delays, which were not due to the pavement conditions, but crew rest instead. The prior evening we did have some periods in which the pavement went to nil because pavement temperature dropped so quickly. We saw about an hour to an hour twenty minutes at nil condition and the runway was not used. Once we went to potassium acetate on the airfield, broke up the ice, broomed it off, we turned that around. Saturday's storm was fairly simple; we had crews in here about four to five hours. Commissioner Boone asked what we expect in the next couple of days. John replied that it will be a challenge for us. Starting at 4:00 p.m. today we go onto a twelve on/twelve off standby schedule and then tomorrow we're bringing staff in at the regular time at 7:30 a.m. At about 5:00 p.m., we may rotate staffing into twelve on/twelve off. This is a tough one for us because of the duration. Aside from pavement conditions, we could run into diversion issues as well.
- Hopefully we will see the opening of the East Runway before Thanksgiving. The crews were out there to start the repainting on the runway. We'll be back on this next week and get everything ready for the reopening.
- The maintenance crews have completed their transition from fall to winter. They have done all of their blowouts, and will start catching up on items that we couldn't get to during the warmer months. A big task during the winter is to go through the storm water system and the drainage culverts clearing all the erosion that accumulated. We also have fence line repairs and a limited amount of pavement repairs.

### **General Aviation**

- Kelly Jackson and Anna Marron attended the NBAA conference last week. Attendance was down this year. Mark Earle explained that we attend with the State of Colorado as well as other airports from Colorado in support of the GA community. Cessna, LearJet and Piper didn't attend this year which affected overall attendance.
- We have a posting on the street for our 2010 Intern program which is funded 50% by the airport and 50% by the State. Anna Marron has been our 2009 Intern and has done a wonderful job. Her term will end the middle of December.

### **→ Planning and Development – John Faulkner**

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We have continued to move the last couple of walls in this project and it is planned to go out to bid shortly. We hope to begin

construction over the winter months and finish in the spring. We hope to commence this project before the holidays.

- **Checked Baggage System** – The Airport's continued to have some coordination meetings with TSA on this project. TSA sent some folks out about a week and a half ago to discuss how these funds will be administered and what information they are going to need to narrow this down to an actual grant offer. So far it appears that everyone is on the same page. We have gone through the selection process for the designer for this project and Swanson Rink was announced as the designer. They have experience putting this type of project in place. We're hoping that we can now accelerate the design of the project and narrow in on the grant offer from the Dept. of Homeland Security. We expect construction to begin early next year and hope to complete it by the end of the year. The TSA will supply the machines and we'll have to reroute the belts; that's what the design is for. Most of the work will be reimbursed by the TSA. We have a long way to go to determine the final budget for this and exactly how to accommodate the new machines. Once it's deployed it will be a much better level of service for the passengers.
- **Reconstruction of Runway 12/30** – Funding is in place for design of this project and we currently have this out to bid for a consultant. We are looking for an engineer for the five year project. We have not selected the firms yet and received 12 proposals. Hopefully we'll have a firm in place by the end of the year. Since this is a mill and overlay we're looking at a 60 to 90 day design once we get a contract in place, so it is expected it should be designed in late spring. If this is just a mil and overlay project, that's probably only 90 days of construction and it could be a little longer if we have to do electrical work. A lot of this will depend on when we receive the grant offer.
- **Interior Signage** – In September we received 10 bids for this project and awarded a contract to FSA Sign Tech International out of Austin, TX. The contracts were completed last week and we had a conference call with them today to discuss the first steps in the project, schedule a preconstruction meeting, review the schedule and issue a notice to proceed. Sign Tech was the low bidder on this project and when doing the reference check on this company, one of their projects was the exterior sign package for the new Dallas Cowboys Stadium. They have done some large projects and it looks like complexity of the signs was fairly substantial. Mark Earle personally spoke with project manager for the stadium and he indicated they were one of the most responsive companies they've worked with. Through the construction of the signs they built some jigs that will save us some time and money. We investigated them quite extensively because their bid came in so low. Once we issue the notice to proceed, it will be a 120 day project and we should see signs up by spring.
- **Roadway Signage** – The contractor has begun some footing work in the field and we expect the first signs could be up in the next two weeks. The contractor feels they can complete this project between now and mid-January. Some of the overhead signs will require some night time roadway closures; we'll be sure to coordinate this with incoming flights.
- **Old Terminal Remediation** – We've slowed this project down in terms of remodel. JetCenter will inherit some of the land pocket so we've been working with them. Frontier has been using the hangar for some engine swap outs on the Q400 and will continue for the next six months or so. We'll hold off on remodel while they are using the hangar.
- **Defense Access Road Design and Construction** – We have completed preliminary design on this project and have a budget estimate. We are about \$1.5M over budget from

what we have to spend. There are a couple of elements that will be done by the business park developer, but have still included a cost budget so we don't lose track of them. This roadway is almost a quarter mile longer than the road we were designing last year with the new alignment. There is some additional dirt work and a considerable amount more of utilities and curb cuts. We've got a process in place through the intergovernmental agreement. We have a design review with the Federal Highways and CDOT but we don't anticipate a lot of comments because this isn't a highway that creates a lot of interest. We think we can get the construction underway next spring and complete it by the end of next year. We'd like to complete the southern part that will connect to the ADACG and the business park tenants. Now that we have cost estimates and can provide the number of units to the business park developer, we think it sets the stage to complete the lease agreement with them.

#### → **Construction – John Faulkner**

- **Taxiway E4 and E 5** – This project is well underway. The concrete is complete, the shoulders were poured and we had one test strip rejected but the next one was approved. They have to demonstrate that they can meet the FAA's criteria before they can continue paving. They've been working extremely hard on this project to meet our schedule of mid-November. So far they think they are on schedule.
- **Rehabilitation of G and H** – This is the same contractor as the project for E4 and E5. They are hopeful they can finish the concrete in the next two weeks. They are going to require a number of good days of weather to meet the schedule. The completion date was set for Christmas Eve.

Commissioner Patterson asked if the connectors are completed are we permitted to reopen the runway. We have tentatively set a date for the FAA to come down on November 10 for an inspection. We also have a new FAA requirement to have all testing in hand before we open the area. This ensures all the quality assurance is there for warranty issues. Commissioner Patterson asked if the ILS would be open to the runway at that time? John McGinley said yes. We'll check to see if we need to have a flight check done on it.

#### → **Director's Report –Mark Earle**

- **Budget** – City Council has gone through the budget review. Our budget was submitted and is self funding, which means it's not impacted by the problems they are having downtown. They have some very serious challenges in the General Fund. The next step, other than approval of the budget, City Council will go into a balancing session addressing the staff recommendations and concerns. The choices are not good and staff submitted suggestions based on what funding is taking place today. If the additional funding source is created by the passage of 2C, the City will go through a quick budget process to re-establish the budget with the new revenues in place. The only impact that could be on the airport is the discussion of a 10% pay cut across the board. There has not been any discussion of distinctions between different organizations in the City's government. In the event that there was a pay cut at the airport, the funds that would have gone toward keeping the salaries at the current levels would be put into reserves because by law it cannot be transferred into the General Fund.
- **Would the Commission like staff to prepare a letter of support for the Powers project?** This can be done now or at a future meeting. Chairman Miller said it would be based on when they are looking for that. Mark noted that it should be done by the December or January

meeting. Chairman Miller asked for a draft of the letter ready to be submitted when CDOT needs it.

- There was an Antonov 124 aircraft on the ADACG ramp today. This is a Russian aircraft which is the second largest cargo aircraft in the world. This one is used for very large oversized cargo and is slightly larger than the C5. Commissioner Boone asked how it opens. John Faulkner said that the nose opens, the back comes up. John McGinley mentioned that the cargo hold is not pressurized.
- Vice Chairman Patterson asked what that status of Proby Pkwy is. Mark noted that we could get a presentation for the Commission. John F explained that work has started with utility movements and some bridge support frames are being moved in. Proby will be closed for about nine months between Powers and Hancock.

**5. OTHER BUSINESS**

None

**6. CHAIRMAN'S COMMENTS**

- Chairman W. Miller noted that the Aero Club is planning to stay open for at least another year.
- The Airport Operators Group will hold their quarterly meeting on November 18. Chairman Miller encouraged the Commissioners to attend.
- Discussion took place about changing the November and December meeting dates for 2009 and 2010 since the meetings fall right before the holidays. Commissioner Boone recommended to move both the November and December meetings one week earlier for 2010. Commissioner Patterson motioned to move the 2010 November meeting to the 16<sup>th</sup> and December meeting to the 21<sup>st</sup>; Commissioner Thornton seconded the motion which was carried by unanimous vote. Chairman Miller asked for input on moving the November 2009 meeting to the 17<sup>th</sup>. Commissioner Boone motioned to move the November 2009 meeting to the 17<sup>th</sup>; Commissioner Thornton seconded the motion which was also carried by unanimous vote. The December meeting was moved to the 15<sup>th</sup>, which had been done earlier in the year.
- Chairman Miller read the thank you note from Randy Breckner about the roadway naming event.

**AIRPORT STAFF ACTION ITEMS**

| <b>Action Item</b>                             | <b>Assigned To</b> | <b>Status</b> |
|--|--------------------|---------------|
| Draft letter of support for the Powers project | Neil               |               |
| Update 2010 meeting date list and redistribute | Kelly              | Completed     |
| Schedule RTA briefing on Proby project         | Neil               |               |

Minutes respectfully submitted by:  
Kelly Jackson, Airport Public Affairs Administrator